

A regular meeting of the James Island Public Service District (District/JIPSD) Commission was held at 7:00 p.m. on October 24, 2016, in the conference room of the District offices located at 1739 Signal Point Road, James Island, South Carolina.

Present at the meeting were the following members: Donald Hollingsworth, Chair, who presided; Bill Cubby Wilder; Inez BrownCrouch, Kay Kernodle, Carter McMillan, Eugene Platt and June Waring.

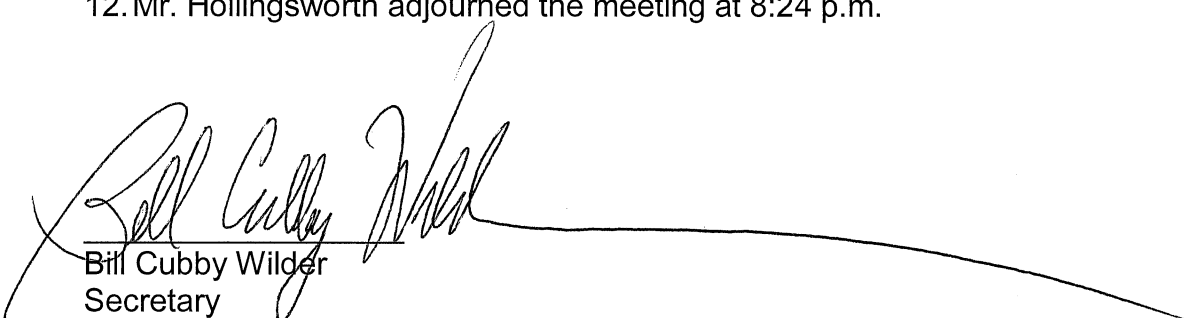
Also present were: Robert Wise, District Manager; Susan Gladden, CFO; David Hoffman, Director of Wastewater Services; Tamara Eberhart, Administrative Coordinator; Walter Desmond, Director of Solid Waste Services; Steve Aden, Director of Fleet Services; Tom Glick, Deputy Fire Chief; David Major, Facilities Maintenance Specialist and Officer Alan Ali, Charleston County Sheriff's Office.

Mr. Hollingsworth called the meeting to order.

Mr. Wilder led the invocation, followed by the pledge to the flag of the United States of America.

1. The Freedom of Information Act Report – In compliance with the Freedom of Information Act, notice of this meeting and its agenda were provided to all news media and persons requesting notification.
2. The roll was called.
3. Oral and Written Petitions
  - A. Robert Schurmeier, 706 Creekside Drive, recognized Commissioners Hollingsworth and Platt for showing up at the disaster relief center during the recent storm.
  - B. Alan Laughlin, 847 Darwin Street, expressed disapproval of the Wastewater Committee's decision to sell property to a resident.
  - C. Fred Whittle, 871 Robert E Lee Boulevard, (Jupiter Holdings, LLC) urged the Commission not to moved forward with condemning the Burger King property and requested the minutes and DVD of the September meeting and anytime forward when the issue is discussed.
  - D. Cal Worthington, 15 Indigo Point Drive (Executive Director of James Island Outreach), asked the Commission to authorize the PSD to waive fees associated with sewer and water for its new facility on Camp Road.
4. Approval of Minutes
  - A. **Mr. Wilder moved to approve the Regular Commission meeting minutes of September 26, 2016, seconded by Ms. Waring. The motion carried unanimously.**
5. September District Management Report
  - A. Mr. Wise gave brief update on Hurricane Matthew and recognized members of the District Emergency Command Group as: David Hoffman, Susan Gladden, Tom Glick, Steve Aden and Walter Desmond. Discussion and applause followed. Mr. McMillan asked that the website be updated daily to reflect the debris collection.
  - B. Mr. Wise thanked the Commissioners that attended the S.C. Special Purpose District conference. Discussion followed. Ms. BrownCrouch suggested inviting presenters from Greenville to a Fire Committee meeting to share their experience with building a new fire station.
  - C. Chief Glick reported on the events of the James Island Community Services Event held on October 13<sup>th</sup>.

- D. Mr. McMillan commended Mr. Wise, Mr. Hoffman and Lonnie Lafayette in Wastewater for the work done for a constituent on Cornwallis Drive.
6. Committee Reports
- A. Ms. BrownCrouch reported on the Wastewater Committee meeting. **Ms. BrownCrouch moved to sell the property (TMS #3341000063) back to Mr. David Richardson at the sale price of \$3,000.** Discussion followed. Ms. BrownCrouch asked that each Commissioner be provided with a copy of the fiscal policy. **The motion carried 5 to 2 as follows:**
- |                   |     |     |
|-------------------|-----|-----|
| Ms. BrownCrouch   | Aye |     |
| Mr. Hollingsworth | Aye |     |
| Ms. Kernodle      |     | Nay |
| Mr. McMillan      | Aye |     |
| Mr. Platt         |     | Nay |
| Ms. Waring        | Aye |     |
| Mr. Wilder        | Aye |     |
7. Unfinished Business
- A. Fire Station #1 – Mr. Hollingsworth suggested that they reconsider the Pittsford Circle site for Fire Station 1. Discussion followed.
- B. **Ms. Kernodle moved to give Mr. Wise authority to discuss price values for Pittsford Circle for Fire Station 1, seconded by Mr. Wilder. The motion carried 6 to 1 as follows:**
- |                   |     |     |
|-------------------|-----|-----|
| Ms. BrownCrouch   |     | Nay |
| Mr. Hollingsworth | Aye |     |
| Ms. Kernodle      | Aye |     |
| Mr. McMillan      | Aye |     |
| Mr. Platt         | Aye |     |
| Ms. Waring        | Aye |     |
| Mr. Wilder        | Aye |     |
8. New Business – none
9. Correspondence and/or Newspaper Articles – none
10. Oral and Written Petitions
- A. Mr. Hollingsworth recognized PSD Candidates Mr. Laughlin and Ms. Woolsey in the audience.
11. **Mr. Wilder moved to adjourn the meeting, seconded by Ms. Kernodle. The motion carried unanimously.**
12. Mr. Hollingsworth adjourned the meeting at 8:24 p.m.



Bill Cubby Wilder  
Secretary  
BCW/TE

**District Manager's Report to Date:**

Hurricane Matthew

Attended the SCSPD Education Conference; October 12-14, 2016

JIPSD Community Services Event; October 13, 2016

Wastewater Project Updates (1)

Note: (1) Item(s) included in the Commission Packets

Highlighted items will be addressed during the meeting.

**Financial (Unaudited)**

	Sep-15	Sep-16	% Change	Sep-15	Sep-16	% Change
Budget Comparison:	<b>General</b>			<b>Proprietary</b>		
Budget Revenues:	\$ 6,204,519	\$ 6,617,366		\$ 6,354,031	\$ 7,645,854	
Current Month	\$ 195,573	\$ 31,631		\$ 537,318	\$ 590,954	
Year to Date	\$ 333,504	\$ 108,279		\$ 1,607,800	\$ 1,673,204	
Actual %	5%	2%		25%	22%	
Budget Expenses:	\$ 6,413,323	\$ 6,571,416		\$ 4,542,901	\$ 4,701,673	
Current Month	\$ 502,206	\$ 588,641	17%	\$ 479,167	\$ 410,043	-14%
Year to Date	\$ 1,482,589	\$ 1,528,266	3%	\$ 961,472	\$ 966,532	1%
Remaining Budget	\$ 4,930,734	\$ 5,043,150		\$ 3,581,429	\$ 3,735,141	
Goal %	25%	25%		25%	25%	
Actual % Expensed	23%	23%		21%	21%	
+ Over/-Under	-2%	-2%		-4%	-4%	

Cash Position:

	Sep-15	Sep-16	% Change	Sep-15	Sep-16	% Change
	<b>General</b>			<b>Proprietary</b>		
Beginning Cash	\$ 1,811,932	\$ 1,497,255		\$ 5,452,492	\$ 5,840,898	
Taxes Collected	\$ 194,926	\$ -		\$ -	\$ -	
Customer Service Charges	\$ -	\$ -		\$ 515,420	\$ 573,923	
Fees and Permits	\$ -	\$ -		\$ 18,271	\$ 13,635	
Other Income	\$ 647	\$ 31,631		\$ 3,626	\$ 3,397	
Less: Operating Expenses	\$ (502,206)	\$ (588,641)		\$ (479,167)	\$ (410,043)	
Ending Cash	\$ 1,505,299	\$ 940,245	-38%	\$ 5,510,642	\$ 6,021,810	9%
Restricted Cash	\$ 21,858	\$ 48,278		\$ 2,836,104	\$ 2,868,924	
Unrestricted Cash	\$ 1,483,441	\$ 891,967		\$ 2,674,538	\$ 3,152,886	

**District-wide**

	Sep-15	Sep-16	% Change	FY15 YTD	FY16 YTD	% Change
New Hires	0	2	100%	2	5	150%
Voluntary Separations	1	2	100%	7	5	-29%
Involuntary Separations	0	0	0%	2	1	-50%
Grievances	0	0	0%	0	0	0%
Hours Annual Leave Used	1,774	1,604	-10%	5,408	5,628	4%
Hours Sick Leave Used	694	1,010	45%	3,120	2,866	-8%
OSHA Recordable Incidents	0	0	0%	1	6	500%
Non-Recordable Incidents	0	3	100%	0	4	100%
Vehicular Incidents	2	3	50%	6	5	-17%
Motor Vehicular Accidents	1	0	-100%	6	1	-83%
Mechanical/Spill/Leak	0	0	0%	0	1	100%
# of Lost Time Injuries	0	0	0%	0	3	100%
Budgeted Overtime Expense	\$389,510	\$412,197				
Current Month	\$38,117	\$34,367	-10%			
Year to Date	\$118,737	\$107,062				
Remaining Overtime	\$270,773	\$305,135				
Goal %	25%	25%				
Actual % Expensed	30%	26%	-13%			
+ Over/-Under	5%	1%				

### Administration

	Sep-15	Sep-16	% Change	FY15 YTD	FY16 YTD	% Change
OSHA Recordable Incidents	0	0	0%	0	0	0%
Non-Recordable Incidents	0	0	0%	0	0	0%
Vehicular Incidents	0	0	0%	0	1	100%
Motor Vehicular Accidents	0	0	0%	1	0	-100%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	0	0	0%
Budgeted Overtime Expense	\$1,000	\$1,000				
Current Month	\$6	\$8	0%			
Year to Date	\$225	\$16				
Remaining Overtime	\$775	\$984				
Goal %	25%	25%				
Actual % Expensed	23%	2%	-93%			
+ Over/-Under	-2%	-23%				

### Solid Waste

Tonnage Collected:	Sep-15	Sep-16	% Change	FY15 YTD	FY16 YTD	% Change
Garbage	460	496	8%	1,413	1,506	7%
Yard Debris	438	898	105%	1,278	1,939	52%
Manmade	239	178	-25%	648	577	-11%
Total Tonnage	1136	1572	38%	3,339	4,022	20%
OSHA Recordable Incidents	0	0	0%	0	0	0%
Non-Recordable Incidents	0	2	100%	0	3	100%
Vehicular Incidents	2	2	0%	5	3	-40%
Motor Vehicular Accidents	0	0	0%	2	0	-100%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	0	0	0%
Budgeted Overtime Expense	\$11,500	\$15,000				
Current Month	\$2,121	\$2,264	7%			
Year to Date	\$7,095	\$8,303				
Remaining Overtime	\$4,405	\$6,697				
Goal %	25%	25%				
Actual % Expensed	62%	55%	-10%			
+ Over/-Under	37%	30%				

**Fire**

	Sep-15	Sep-16	% Change	FY15 YTD	FY16 YTD	% Change
Fire Calls	4	3	-25%	18	17	-6%
Working Structure Fires	2	2	0%	5	7	40%
EMS Calls	133	108	-19%	343	332	-3%
Motor Vehicle Accidents	12	16	33%	44	51	16%
Good Intent Call	89	76	-15%	228	246	8%
Hazardous Conditions	6	17	183%	30	44	47%
Malicious False Call	0	0	0%	0	0	0%
Other False Call	23	19	-17%	73	55	-25%
Other Situation	3	0	-100%	8	9	13%
Overpressure Rupture	0	0	0%	1	0	-100%
Rescue	1	0	-100%	1	0	-100%
Service Call	28	36	29%	83	75	-10%
Total Call Count	301	277	-8%	834	836	0%
Automatic/Mutual Aid Given	16	3	-81%	41	11	-73%
Automatic/Mutual Aid Received	3	1	-67%	8	6	-25%
Public Service (Safety House, Etc.)	7	7	0%	21	21	0%
Employee Training Hours	1,304	1,653	27%	3,752	4,137	10%
Station Responses:						
Station 1	142	109	-23%	375	354	-6%
Station 2	66	61	-8%	191	170	-11%
Station 3	40	56	40%	127	162	28%
Station 4	53	51	-4%	141	150	6%
Total Responses	301	277	-8%	834	836	0%
Inspections:						
Commercial	0	13	100%	25	16	-36%
Residential	0	0	0%	0	0	0%
Fireworks Stands	0	0	0%	0	0	0%
OSHA Recordable Incidents	0	0	0%	0	4	100%
Non-Recordable Incidents	0	1	100%	0	1	100%
Vehicular Incidents	0	1	100%	1	1	0%
Motor Vehicular Accidents	0	0	0%	1	0	-100%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	0	3	100%
Budgeted Overtime Expense	\$353,010	\$ 362,197				
Current Month	\$34,608	\$28,417	-18%			
Year to Date	\$104,975	\$87,866				
Remaining Overtime	\$248,035	\$274,331				
Goal %	25%	25%				
Actual % Expensed	30%	24%	-18%			
+ Over/-Under	5%	-1%				

## Maintenance

### Preventive Maintenance:

	Sep-15	Sep-16	% Change			% Change
Administration	1	0	-100%	1	1	0%
Fire	6	1	-83%	6	4	-33%
Maintenance	0	0	0%	0	0	0%
Solid Waste	7	13	86%	22	31	41%
Wastewater	1	1	0%	5	6	20%
Total	15	15	0%	34	42	24%

### Repairs (In-house):

Administration	1	0	-100%	1	4	300%
Fire	6	16	167%	21	31	48%
Maintenance	0	0	0%	0	0	0%
Solid Waste	26	29	12%	79	95	20%
Wastewater	0	1	100%	4	5	25%
Total	33	46	39%	105	135	29%

### Service (In-house):

Administration	0	0	0%	1	7	600%
Fire	2	16	700%	7	36	414%
Maintenance	0	1	100%	0	2	100%
Solid Waste	56	59	5%	101	180	78%
Wastewater	9	10	11%	13	22	69%
Total	67	86	28%	122	247	102%

### Repairs (Outside):

Administration	0	0	0%	1	1	0%
Fire	1	0	-100%	2	0	-100%
Maintenance	0	0	0%	0	0	0%
Solid Waste	2	4	100%	6	8	33%
Wastewater	1	2	100%	2	3	50%
Total	4	6	50%	11	12	9%

OSHA Recordable Incidents	0	0	0%	0	0	0%
Non-Recordable Incidents	0	0	0%	0	0	0%
Vehicular Incidents	0	0	0%	0	0	0%
Motor Vehicular Accidents	0	0	0%	0	0	0%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	0	0	0%

Budgeted Overtime Expense	\$4,000	\$4,000	
Current Month	\$175	\$370	111%
Year to Date	\$950	\$1,705	
Remaining Overtime	\$3,050	\$2,295	
Goal %	25%	25%	
Actual % Expensed	24%	43%	79%
+ Over/-Under	-1%	18%	



## Wastewater

	Sep-15	Sep-16	% Change	FY15 YTD	FY16 YTD	% Change
PSD Sewer Line Backups	3	2	-33%	9	6	-33%
Customer Sewer Line Backups	3	8	167%	13	20	54%
Total Sewer Backup Calls	6	10	67%	22	26	18%
Disconnects	57	50	-12%	204	186	-9%
Reconnects	55	41	-25%	184	162	-12%
Gallons Transported	72,057,000	77,706,000	8%	204,800,000	239,562,000	17%
Gravity Lines (In Feet):						
Cleaned	1,550	150	-90%	8,100	8,322	3%
Televised	0	810	100%	5,544	810	-85%
Clean Outs Raised	0	8	100%	0	54	100%
Clean Outs Repaired	0	22	100%	0	55	100%
Pump Stations:						
Stations Cleaned	0	0	0%	0	33	100%
Floats/Transducers Cleaned	0	78	100%	0	176	100%
Street Named Signs:						
Cleaned/Repaired	0	0	0%	0	0	0%
Replaced/Installed	0	0	0%	4	0	-100%
OSHA Recordable Incidents	0	0	0%	1	2	100%
Non-Recordable Incidents	0	0	0%	0	0	0%
Vehicular Incidents	0	0	0%	0	0	0%
Motor Vehicular Accidents	1	0	-100%	2	1	0%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	0	0	0%
Budgeted Overtime Expense	\$20,000	\$30,000				
Current Month	\$1,207	\$3,307	174%			
Year to Date	\$5,492	\$9,173				
Remaining Overtime	\$14,508	\$20,827				
Goal %	25%	25%				
Actual % Expensed	27%	31%	11%			
+ Over/-Under	2%	6%				
Developments:	Available:		Jurisdiction:			
None						

## **WW Project Status Updates**

**Week Ending: 10/20/2016**

### **PS-11 Upgrade and Phase 2 Force Main Replacement Project:**

- Final testing of the new force main was delayed due to Hurricane Matthew

### **Beefield Project:**

- The contractor completed installing service laterals within ROW; missing easements delay total installation
- Electrical work is underway
- As of 10/17/2016, 5 signed easements are still needed
- As of 10/17/2016, 2 complete applications for financial assistance through grant funding have been received

*For additional information regarding these projects, please contact David Hoffman, Director of Wastewater Services, at 762-5258 or [hoffmand@jipsd.org](mailto:hoffmand@jipsd.org).*